# 2015 Commercial Assessment Appeal by "Representative"

To start your Appeal click on the Start button.



Enter your (12) digit Parcel ID Number or Property Address and then click on the Search button.



#### **Information Verification:**

If the Ownership information, Property Address and Parcel ID described is the property you plan to Appeal, click "Yes, Continue". If this is not your property click "No, Search again".

		Return to PVA Website	Appeal Home	Check Appeal Status	Help	•
ormation verific	ation					
Is This The Cor	rect Property?					
******	*********	*******	******	******	******	***
_						
Owner(As of January 1st):						
Property Address:	\$102.100					
Property Address: PVA Assessment :	\$102,100 20					
Property Address:						
Property Address: PVA Assessment : Neighborhood :	20					

#### Before you continue, please read:

The "Commercial Property Assessment" and the "Appeals Process" are described. From this screen you will be able to download and complete the PVA Income-Expense Form and/or Sales Comparison Worksheet. Please complete the appropriate form and save a copy to your computer before you begin your Assessment Appeal. When ready click the "I accept" button.

#### Commercial Property Assessment

The Property Valuation Administrator's Office (PVA) is responsible for assessing approximately 23,000 commercial properties annually at fair market value.

The assessment date for real property is January 1st. The PVA estimates the fair market value by using reliable valuation methods, guidelines and resources. Three methods are considered when assessing commercial property, the market (or sales) approach, the cost approach and/or the income approach. The best method is applied with the help of a computer assisted mass appraisal (CAMA) system. To support fair market values, various data sources are reviewed and current market data is captured by collecting and analyzing valid sales (fair arms-length transactions), rental rates, expense rates, capitalization rates and construction costs, etc. When the PVA accepts a transfer as a valid sale, the sale price represents the property assessment as of January 1 following the year of sale. Current property characteristics are verified through field inspections and other reliable sources. Annual reviews are conducted in accordance with Kentucky Department of Revenue guidelines. Many factors can influence a change in property assessment from the prior year such as a change in property characteristics, a change in property use, a recent sale, or current market conditions, etc.

#### Appeals Process

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period. A person representing a property owner before the PVA <u>must present written authorization</u> from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and <u>submit evidence of such qualification to the PVA Office at the</u> time of online appeal. A list of qualifications approved by the department can be found here.

YOUR ONLINE APPEAL MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.

#### Examples of supporting documentation are:

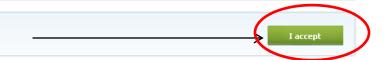
- · A full appraisal of your property
- · Interior/exterior photos of your property
- · Your homeowner's or commercial property owner's insurance policy
- Your listing contract if your property is currently for sale.
- Estimates of repairs
- Original construction costs or costs of additions or improvements to your property
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other characteristics (sales should be within the last 2 years of the current assessment date) (<u>Download Sales Comparison Form</u>).
- · Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- · Lease contracts for rental properties
- Income and expense statements for the last 3 complete calendar years for commercial properties. If appealing using income-expense
  information, the provided income-expense forms MUST be completed and uploaded for a valid appeal. Users of Microsoft Excel 2007 or 2010
  click here to download the income-expense form. A tutorial on how to complete the form can be found here. All other Microsoft Excel versions,
  click here to download the income-expense form.

SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO COMPLETING YOUR ONLINE APPEAL AND CAN BE UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR APPEAL. Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your online appeal.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator.

#### Where to find recent comparable property sales

Recent sales should be within the last 2 years of the current assessment date. The sales search service on the PVA website <a href="https://jeffersonpva.ky.gov">https://jeffersonpva.ky.gov</a> is available to the public free of charge two weeks prior to and during the Open Inspection Period (OIP). The 2015 OIP begins on 5/4/2015 and ends on 5/4/2015 and ends on 5/4/2016 at 4:00 p.m. EDT. You can visit the Customer Service Department of the PVA Office or any branch of the Louisville Free Public Library two weeks prior to and during the OIP to obtain sales from our sales search service at no cost. A fee is required for printouts obtained from our Customer Service Department. Sales may also be obtained from local real estate agents, real estate appraisers, mortgage brokers and newspapers.



#### **EXHIBIT A: Assessment Appeal Qualifications**

# Designations recognized by the Revenue Cabinet for Property Tax Appeals:

#### Approved Designations

- An Attorney
- Certified Public Accountant
- Certified Real Estate Broker
- Kentucky Licensed Real Estate Broker
- Employee of the Property Owner

NOTE: an employee of a Tax Consulting Firm is not an employee of the Property Owner.

#### American Association of Certified Appraisers

- Certified Form-Appraiser CF-A
- Certified Appraiser-Farm & Land CA-FL
- Certified Appraiser-Residential CA-R
- Certified Appraiser-Senior CA-S
- Certified Appraiser-Consultant CA-C

#### American Society of Appraisers

- Accredited Member-AM
- Accredited Senior Appraiser-ASA

#### American Society of Farm Managers & Rural Appraisers

- Accredited Agricultural Consultant-AAC
- Accredited Farm Manager-AFM
- Accredited Rural Appraiser-ARA
- Accredited Real Property Review Appraiser-RPRA
- Professional Member

#### Appraisal Institute

- MAI-Commercial Appraiser
- SRPA-Residential Appraiser
- SREA-Residential Appraiser
- SRA-Residential Appraiser
- RM-Residential Appraiser

#### International Association of Assessing Officers

- Certified Assessment Evaluator-CAE
- Residential Evaluation Specialist-RES
- Cadastral Mapping Specialist-CMS
- Personal Property Specialist-PPS
- Assessment Administration Specialist-AAS

#### International Right of Way Association

Senior Right of Way Agent-SRWA

#### National Association of Independent Fee Appraisers

- Member-IFA
- Member/Agriculture-IFAA
- Senior Member-IFAS
- Appraiser Counselor-IFAC

#### National Association of Master Appraisers

- Master Residential Appraiser-MRA
- Master Farm and Land Appraiser-MFLA
- Master Senior Appraiser-MSA

#### Appraisal Institute of Canada

- Canadian Residential Appraiser-CRA
- Accredited Appraiser Canadian Institute-ACCI

#### The Institute of Property Taxation

Certified Member of the Institute-CMI

#### Kentucky Real Estate Appraisal Board

- Appraiser Trainee License
- Licensed Real Property Appraiser
- Certified Real Property Appraiser
- Certified General Appraiser

In addition to the designations listed above, the Cabinet would also recognize Certified Kentucky Assessor-**CKA** and the Senior Kentucky Assessor-**SKA** designations as well as other states' professional designations or certifications.

For more information on designations call Tom Crawford, Kentucky Department of Revenue at 1-502-564-7179

## **EXHIBIT B: PVA Income/Expense Form**

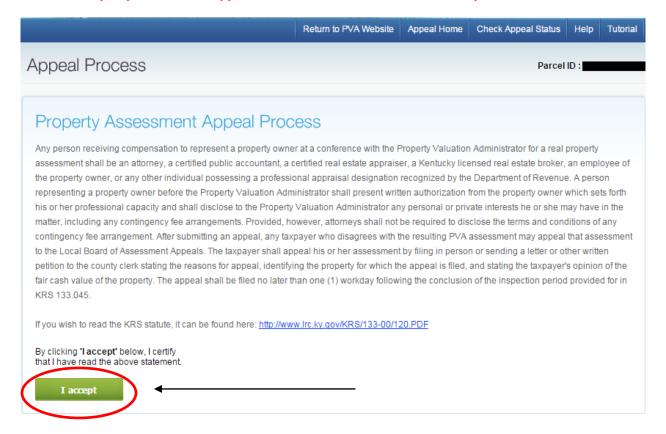
If you are using income/expense infor	mation, this form $\underline{M}$	<u>1UST</u> be complete	ed. IRS tax retur	ns or managemen	t operating staten	nents <u>MUST ALS</u>	O be provided to
support the income/expense report.					•		
Owner Name			Date of Report				
Business Name			Current Total Ta	v Assessment			-
Contact Name			Contact Phone N				-
Parcel ID (s) (Required)			Parcel Address	·.			-
	Click to		If "Other" Desci				
Property Type (Required)							•
Number of Bldgs	Click to		Total No. of Units		Clinto	C-14	4
			Total No. of Units	\$	Chek to	o Select	J
** Vo. MICT Colort on I				Ye	ars		
** You MUST Select an I	ncome Type	Click to S	elect Year				
to Start **							
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			Averag	ge NOI / Cap Rate	e = Market Value		
			Owner'	s Declaration of F	air Market Value		

EXHIBIT C: PVA Commercial Sales Comparison Worksheet. Fill out the information below with three comparable sales, including property address, sale date and sale price. Save the Sale Comparison Worksheet when finished. At the end of the appeal, you will be able to upload the worksheet.

Use this form if appeal is based on comparable sales. Find Sales of Properties that are  Property Type or Use  Total Square Feet or Units  Year Built  Condition  Condition  Construction Quality  Where to find comparable sales data:  The PVA's sales search tool is available at no cost during the Open Inspection period. Upon expiration of the Open Inspection period, premium level service will be available by subscription or accessible, free of charge, at all branches of The Louivville Free Public Library. Sales information is available at:  atto #inference on the Comparable sales, this form is not necessary. If your appeal is based on condition or incorrect features, please provide photos, or other evidence to support your position.  Your Property  Sale #1  Sale #2  Sale #3  Commercial Property Type  Property Address  Parcel ID  Sale Price  Sale Date  Size (SF, Units, Rooms, etc.)  Sale Price  Sale Date  Size (SF, Units, Rooms, etc.)		Sale	es Comparison Works	heet	
Property Type or Use Total Square Feet or Units Year Built Condition Condition Construction Quality  Where to find comparable sales data:  The PVA's sales search tool is available at no cost during the Open Inspection period. Upon expiration of the Open Inspection period, premium level service will be available by subscription or accessible, free of charge, at all branches of The Louisville Free Public Library. Sales information is available at:  http://ieffersonpva.ky.gov/  If your appeal is NOT based on comparable sales, this form is not necessary. If your appeal is based on condition or incorrect features, please provide photos, or other evidence to support your position.  Your Property Sale #1 Sale #2 Sale #3  Commercial Property Type  Property Address  Parcel ID Sale Price Sale Date Size (SF, Units, Rooms, etc.)	Property Type:	Commercial			
The PVA's sales search tool is available at no cost during the Open Inspection period. Upon expiration of the Open Inspection period, premium level service will be available by subscription or accessible, free of charge, at all branches of The Louisville Free Public Library. Sales information is available at:  http://ieffersonpva.ky.gov/  If your appeal is NOT based on comparable sales, this form is not necessary. If your appeal is based on condition or incorrect features, please provide photos, or other evidence to support your position.  Your Property Sale #1 Sale #2 Sale #3  Commercial Property Type  Property Address  Parcel ID Sale Price Sale Date Size (SF, Units, Rooms, etc.)	<ul> <li>Property Type or Use</li> <li>Total Square Feet or Units</li> <li>Year Built</li> <li>Condition</li> </ul>	ed on comparable sales. Find S	ales of Properties that are		
Commercial Property Type  Property Address  Parcel ID Sale Price Sale Date Size (SF, Units, Rooms, etc.)	The PVA's sales search tool is Inspection period, premium I branches of The Louisville Fr http://jeffersonpva.ky.gov/	s available at no cost during th evel service will be available b ee Public Library. Sales inforr n comparable sales, this form	y subscription or accessible; nation is available at: is not necessary. If your app	free of charge, at all	
Commercial Property Type  Property Address  Parcel ID  Sale Price  Sale Date  Size (SF, Units, Rooms, etc.)		Your Property	Sale #1	Sale #2	Sale #3
Parcel ID Sale Price Sale Date Size (SF, Units, Rooms, etc.)	Commercial Property Type				
Sale Price Sale Date Size (SF, Units, Rooms, etc.)	Property Address				
Sale Date Size (SF, Units, Rooms, etc.)	Parcel ID				
Size (SF, Units, Rooms, etc.)	Sale Price				
	Sale Date				
	Size (SF, Units, Rooms, etc.)				
	7 / / /				

#### **Appeal Process:**

Read the Property Assessment Appeal Process. When done click on "I accept".



#### Confirm who is appealing:

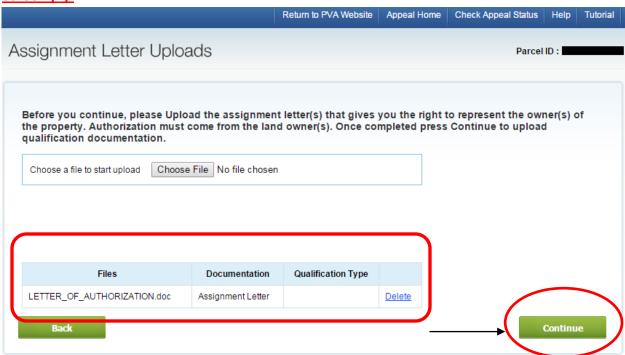
If you are representing the Owner, click the Authorized Representative area.



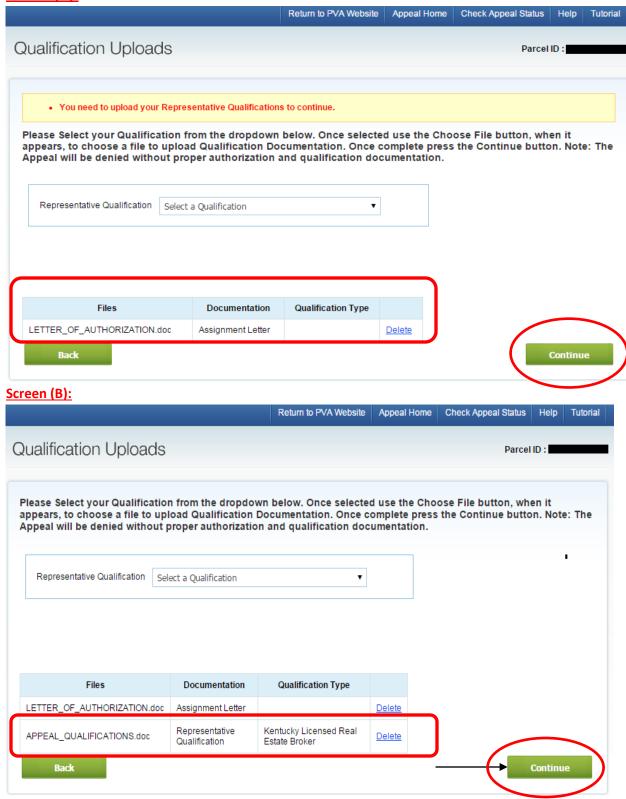
First you will need to Upload your Assignment Letter. When done click "Continue". Note: If you need to start over, just click "Back"



### Screen (B):



# Second you will need to upload your Proof of Qualifications: Click on the drop down menu to choose your Qualification Screen (A):



#### Step 1:

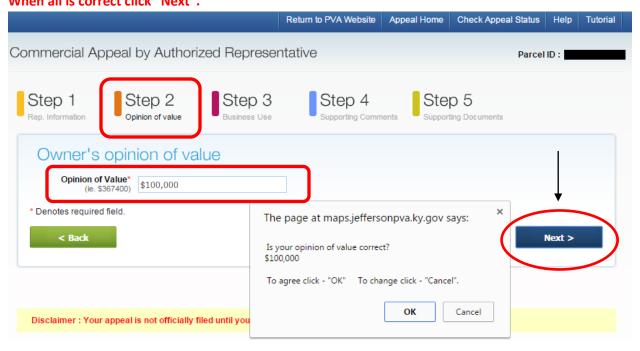
Authorized Representative will need to fill in all the required fields.

You will see a pop up box that will ask. "Is your Email correct?" If yes, click OK. When all is correct click "Next".

Return to PVA Website Appeal Home Check Appeal Status Help Tutorial Commercial Appeal by Authorized Representative Parcel ID: Step 2 Step 3 Step 1 Step 4 Step 5 Rep. Information Representative Information × The page at maps.jeffersonpva.ky.gov says: Representative Name\* OWNER REP (Rep. Name) Is your Email correct? Address 1\* 100 BROADWAY owner@aol.com (ie. 302 W Liberty St) To agree click - "OK" To change click - "Cancel". Address 2 (ie. Suite 16) OK Cancel Zipcode\* 40202 City\* Louisville (ie. Louisville) State\* Kentucky • (ie. Kentucky) Daytime Phone\* (502) 555-1212 (ie. (502) 000-4515) Email\* ownerrep@aol.com youremail@email.com) \* Denotes required field. < Back

Disclaimer: Your appeal is not officially filed until you submit the appeal and you get a confirmation number.

# Step 2: Enter the "Owner's Opinion of Value" for the property being appealed. You will see a pop up box that will ask. "Is your opinion of value correct?" If yes, click OK When all is correct click "Next".

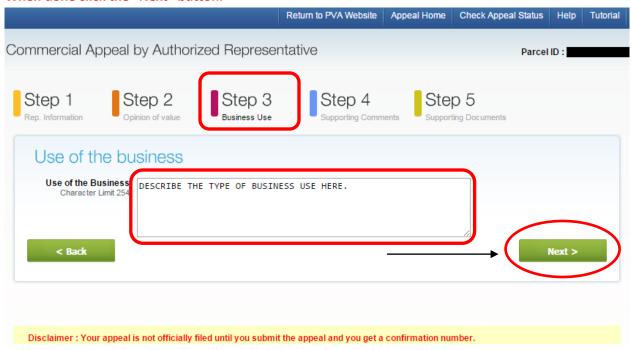


#### **Step 3:**

Give a brief description of the type of "Business Use" on this property.

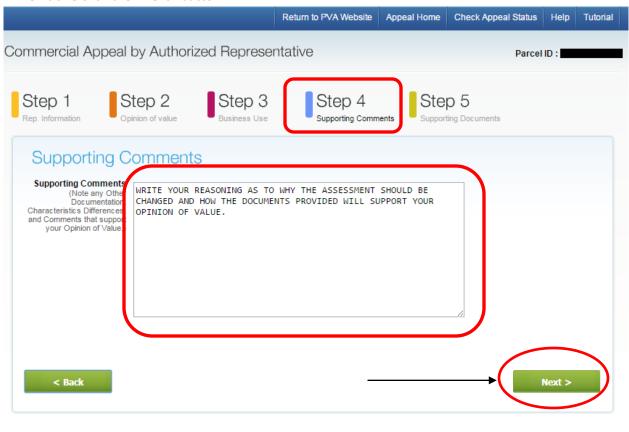
This will help in applying the correct approach to value your assessment appeal.

When done click the "Next" button.



#### **Step 4:**

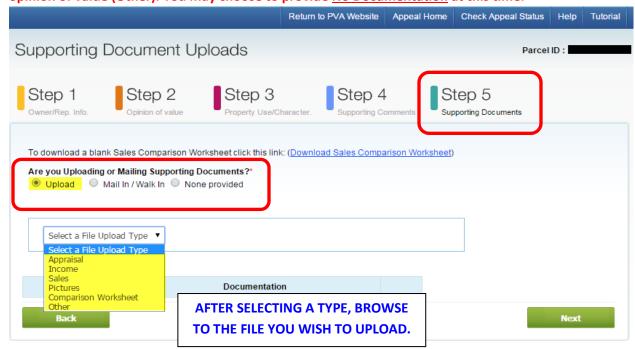
Write a statement explaining why you believe the assessment should be changed. When done click the "Next" button.



Disclaimer: Your appeal is not officially filed until you submit the appeal and you get a confirmation number.

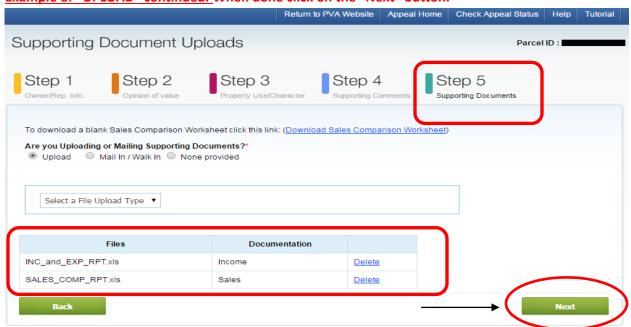
#### **Step 5: Supporting Document (UPLOADS):**

Here you have the option to <u>Upload</u>, <u>Mail In / Walk In</u> supporting documentation. Items to upload may be 1) Appraisal, 2) Income, 3) Sales, 4) Pictures and 5) anything else that will support your opinion of value (Other). You may choose to provide No Documentation at this time.



#### Step 5: (UPLOADS), continued:

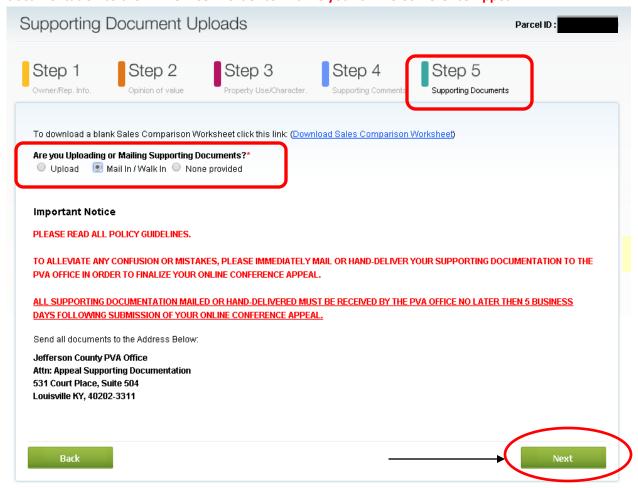
Example of "UPLOAD" continued. When done click on the "Next" button.



#### Step 5: Supporting Document (Mail In / Walk In) explained:

#### Mail In/Walk In Policy Guidelines:

To alleviate any confusion or mistakes, please immediately mail or hand-deliver your supporting documentation to the PVA Office in order to finalize your online Conference Appeal.



In the program – we have the wording changed at 12:01 AM on the 2<sup>nd</sup> Monday of May (May 11, 2015).

#### After the 2nd Monday Of May (May 11, 2015)

PLEASE READ ALL POLICY GUIDELINES.

TO ALLEVIATE ANY CONFUSION OR MISTAKES, PLEASE IMMEDIATELY MAIL OR HAND-DELIVER YOUR SUPPORTING DOCUMENTATION TO THE PVA OFFICE IN ORDER TO FINALIZE YOUR ONLINE CONFERENCE APPEAL.

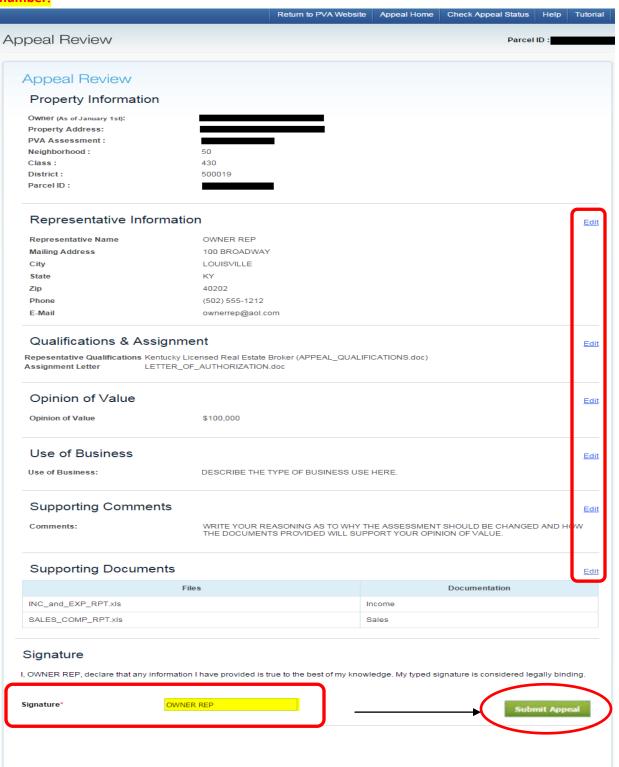
ALL SUPPORTING DOCUMENTATION MAILED OR HAND-DELIVERED MUST BE RECEIVED BY THE PVA OFFICE BY THE LEGAL DEADLINE OF MAY 18, 2015 BY THE CLOSE OF BUSINESS AT 4:00 PM, EDT.

#### **Appeal Review:**

You have the option to edit any portion of the appeal at this time.

If the information is correct type your name in the "Signature" area and click on "Submit Appeal".

Disclaimer: Your appeal is <u>not</u> officially filed until you submit the appeal and you get a confirmation number.

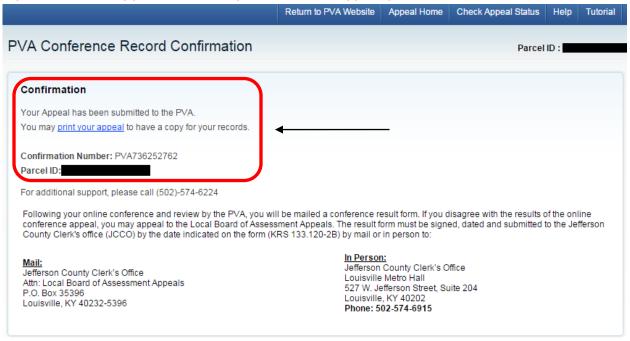


Your Conference Appeal is now complete.

At this time you should "print a copy" of your assessment appeal.

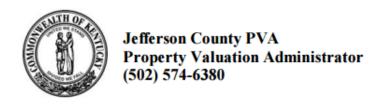
You will need the Confirmation Number if you wish to check the status of your appeal.

If you encounter any problems and require additional support, please call (502) 574-6224.



Please keep a copy of the Conference Appeal form for your records.

You may exit the system or return to the Appeal Home if you have more appeals.



# 2015 Commercial Appeal

: 4/7/2015 8:55:58 AM

: 420 Com Retail

Confirmation Number : PVA736252762

Appeal Filed By Rep. : OWNER REP Mailing Address : 100 BROADW

: 100 BROADWAY LOUISVILLE, KY 40202

Phone Number : (502) 555-1212

Email : ownerrep@aol.com

Owner Opinion of value \$100,000

PVA Assessment \$1,271,700

VA Assessment \$1,2/1,/0

Property use:

DESCRIBE THE TYPE OF BUSINESS USE HERE.

Comment:

WRITE YOUR REASONING AS TO WHY THE ASSESSMENT SHOULD BE CHANGED AND HOW THE DOCUMENTS PROVIDED WILL SUPPORT YOU OPINION OF VALUE.

Time & Date

**Property Address** 

**Property Type** 

Parcel ID

Assignment Letter & Representative Qualifications File Name Description

Assignment Letter LETTER\_OF\_AUTHORIZATION.doc Representative Qualification APPEAL\_QUALIFICATIONS.doc

Document Uploaded: Yes

List of Uploaded supporting documents:

File Name	Description
INC_and_EXP_RPT.xls	Income
SALES_COMP_RPT.xls	Sales

Once your appeal is filed with the Jefferson County PVA's Office, you can Check the Status of your a appeal. Click on Check Appeal Status, and enter your PVA Confirmation Number.



